

## **PRV - Maintaining and Updating the Provider Website**

### **Purpose:**

- a. The objective is to maintain a provider web site, which allows providers to obtain all Iowa Medicaid information in one convenient location.
- b. The provider web site at [www.ime.state.ia.us](http://www.ime.state.ia.us), includes the following information:
  1. Provider Manuals
  2. Important or urgent Provider Announcement
  3. Enrollment Information
  4. Provider Informational Letters
  5. Provider Bulletins
  6. Provider Billing Information
  7. Training Materials
  8. Fee Schedules and Rates
  9. Forms
  10. Contact information

### **Identification of Roles:**

Provider Services  
Department of Human Services (DHS)

### **Performance Standards:**

Submit for publication to the website within three business days of written approval by the state.

### **Path of Business Procedure:**

**Step 1:** Send information, which is to be published or updated on the web site to the Department of Human Services (DHS) staff for review and approval.

**Step 2:** Once approval is received, send the information via email to the Data Warehouse Unit with specific instructions as to where the information should be placed or updated

**Step 3:** Data Warehouse staff will send a confirmation email back stating when the information will be published on the website.

**Step 4:** Review the website to ensure information was updated as directed.

### **Forms/Reports:**

N/A

### **RFP References:**

6.4.4.3.a

### **Interfaces:**

N/A

## Attachments:

### Process Map

#### Attachment 1

#### Process Map

